



The Asian & Pacific Islander American Health Forum (APIAHF) is pleased to announce a grant opportunity for community-based organizations (CBOs) in the U.S. Southwestern states (Arizona, Nevada, New Mexico, Utah, Colorado) via the APIAHF Accelerator Lab - Southwest (Accelerator Lab).

The Accelerator Lab seeks to provide CBOs serving Asian Americans, Native Hawaiians and Pacific Islanders (AAs and NHPs) the boost they need to be stronger, more strategic, and more impactful leaders through organizing and advocacy. Many CBOs recognize the influence that local, state, and national policies have on their ability to best serve their clients, yet they require greater capacity and resources to fully engage. This 9-month Accelerator Lab creates a community of progress-focused CBOs working to accelerate their capacities to engage in 1) full scope of **advocacy that includes lobbying** and 2) **digital organizing and mobilization** on issues of health and health equity.

**Project Period:** Wednesday, June 27, 2018 – March 31, 2019

**Locations:** 2 in-person meetings: August 2018 in Salt Lake City, UT & Spring 2019 in either Las Vegas, NV or Washington, D.C., as well as monthly online meetings

**Who Can Apply:** This opportunity is open to all CBOs that currently work on issues of health and health equity for AA and NHP communities in the U.S. Southwestern states identified above. CBOs interested in applying must be nonprofits with 501(c)(3) status, who are able to commit a team of 2 staff members.

**Who Will Be Funded:** Five (5) CBOs in the Southwestern states identified above will receive funding, capacity building trainings, and coaching spread over the 9-month project period.

**Through the accelerator, each organization will receive:**

- A \$7,500 grant to help CBOs build their advocacy and digital organizing/mobilization infrastructure.
- One-on-one coaching by certified coaches to help the 2 designated staff develop leadership skills, overcome challenges, accelerate their development and achieve their goals.
- Training and technical assistance through 2 in-person retreats and online meetings, immersing leaders in topics such as:
  - Relationship-building with legislative offices
  - Tracking and Reporting for 501(c)(3) Lobbying
  - Digital Organizing Strategies
  - Power-mapping
- A loving community of regional partners that supports and empowers each other to lead from a place of strength.



### **Accelerator Lab Overview:**

- *Number of Grantees:* 5
- *Funding Amount:* \$7,500 total
- *Proposal Due Date:* Monday, June 11, 2018 by 5 pm PST to [lpongan@apiahf.org](mailto:lpongan@apiahf.org)
- *Notification of Selection Date:* Wednesday, June 20, 2018
- *Project Period:* Wednesday, June 27, 2018 – March 31, 2019

**Grantee Requirements:** Grantees are expected to actively engage in the following key program activities:

- Identify 2 staff persons to engage in the Accelerator Lab. Preference is one senior staff and one staff member who oversees or influences the agency's communications work.
- Grant must be matched by the Board of Directors raising \$2,500 in unrestricted funding. APIAHF expects matching funds will be used for the same general purpose as the grant monies.
- Conduct 2-3 visits with Members of Congress (in state or in Washington, D.C.) to strengthen organizational relationships.
- Establish an internal record keeping and tracking system for staff lobbying hours.
- Demonstrate progress towards increasing social media following according to CBO's communications goals.
- Actively participate in a national learning community to share both successes as well as lessons learned.
- Attend grantee meeting in Salt Lake City, UT in August 2018 and in Las Vegas, NV or Washington, D.C. April 2019. The air, hotel, ground travel, and per diem for two (2) project staff person will be paid for by APIAHF.
- Submit mid-project and project-end reports.
- Participate in APIAHF-led national process and outcome monitoring and evaluation efforts.

### **Application Instructions**

A full proposal must be submitted by Monday, June 11, 2018 by 5pm PST to [lpongan@apiahf.org](mailto:lpongan@apiahf.org) and must include the following:

#### **A. Cover Sheet**

1. Name of CBO
2. Address of CBO
3. Primary contacts (2 staff persons to be engaged in Accelerator Labs) including name, position, direct phone number, and email
4. Executive Director contact including name, direct phone number, and email
5. Finance contact including name, direct phone number, and email



**B. The Program Narrative:** No more than 5 pages total, at least 12-point font, single spaced. Within the 5 pages, please provide information on the following:

1. Organizational Background (20 points; recommended 1 page). In this section, please provide brief background about your organization. Please share:
  - a. How long you have been operating
  - b. Your current annual budget
  - c. Links to existing social media handles if you are already using social media
  - d. An example of your organization’s advocacy that you’re proud of (can show with pictures or links to multimedia and short description)
2. Community Background (20 points; recommended 1 page). In this section, please provide brief background about the communities you work in and serve including current demographic, socio-economic, and health data for AA and NHPs.
3. Briefly describe project staffing (10 points; recommended 1/2 page). Please include staff title(s), a sentence description of current responsibilities, and the amount of full-time equivalent staff you expect to allocate to this project.
4. Agency’s Advocacy and Communications Experience (30 points; recommended 1.5 pages). In this section, please describe your existing experience and how the Accelerator Lab will expand your CBO’s existing strategies in the following fields:
  - a. **Advocacy Experience and Capacity** [Note: It is okay to use examples of advocacy on topics other than health.]
    - i. Please share any current health and/or other relevant policy issues you are working on or plan to engage in at the local, state or national level.
  - b. **Digital Organizing and Mobilization Experience and Capacity** [Note: If you do not currently have social media, do digital organizing and mobilization, or strategic communications, please discuss your strategies and plans to develop this capacity and how this will impact your organization’s work.]
5. Technical Assistance and Training Needs (20 points; recommended 1 page). In this section, please provide a brief description of the technical assistance and training topics that would be helpful to help accelerate your organization’s capacities in the following:
  - a. Policy, Advocacy and Lobbying
  - b. Digital Communications
  - c. Mobilizing/Organizing
  - d. Organizational development
  - e. Other (not required)



### **C. Program Budget Overview (not agency budget), no more than 1 page**

Please provide a line item budget for the 9-month Accelerator Lab project. In developing your budget, some examples of what funding could be utilized for are as follows: Staff time; purchasing a system to build capacity in digital organizing, mobilizing or communications; additional supplemental trainings; website buildout/maintenance; and professional photos for use in strategic communications.

### **D. Required Attachments**

1. Include a copy of your 501(c)(3) IRS determination letter, which confirms your non-profit status. If you are fiscally sponsored by another non-profit, please include their IRS determination letter and either a fiscal sponsorship agreement or a letter from their executive director acknowledging their agreement for you to submit this proposal.
2. Include your organization's financial statements for the last completed fiscal year. Audit reports are preferred, but if your organization does not conduct an annual audit, please include your most recent, year-end financial statements.

### **Proposal Submissions:**

Please send the complete application by email and send to [lpongan@apiahf.org](mailto:lpongan@apiahf.org) with the subject line: "[Organization Name]- Accelerator Grant." If possible, please send the application as one PDF file. Only on-line submissions will be accepted. Due to the volume of applications we expect to receive, please limit your application to the criteria listed above. Late and/or incomplete applications will not be considered for review or funding.

Any questions regarding this mini grant opportunity should be directed to Lauren Pongan at [lpongang@apiahf.org](mailto:lpongang@apiahf.org) or 415-568-3311.